

The S&A Group is the UK's largest independent strawberry grower. The Group, which also produces asparagus, uses modern and innovative growing techniques and has a thriving year round soft fruit import business. Our principal customers include the major multiple food retailers.

We currently have the following full time, permanent vacancy based in our Marden site:

Traceability Coordinator

The primary purpose of the role is to ensure that all records that impact traceability of raw material and packaging for the Packhouse process are collated and assessed. Ensuring that all completed records that are collected, are at the correct frequency and are analysed to ensure they have been completed correctly and link to the other relevant documentation. To report any discrepancies via the correct channels.

The main duties and responsibilities include:

- Set up a robust collecting and filing system to ensure all completed records are effectively and easily retrievable
- To ensure that all relevant records are collected in line with the identified frequency.
- To ensure when requested all required documentation is retrieved for a traceability exercise within the required time frame, ensuring all required documentation is accurate and completed fully.

The ideal candidate will possess the following skills and previous experience:

- Excellent communication skills
- Strong organisational skills
- Good computer skills are essential with basic use of Microsoft Office Word and Excel.
- The ability to remain calm and thrive under pressure
- A flexible, thorough and responsible approach to their work
- Good standard of spoken and written English.

A full Job Description and Person Specification are available upon request.

Please apply in writing to Daniela Dedelyanova, Recruitment Manager, S&A Group, Brook Farm, Marden, Herefordshire HR1 3ET or by e-mail to vacancies@sagroup.co.uk and attach a letter of application and an up-to-date CV.

The closing date for applications: Friday 10th February 2017.

S&A Group is an Equal Opportunities Employer.

